

Recycling Compliance Guidelines

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Recycling Compliance Guidelines

Dear [Recipient Name],

As part of our commitment to sustainability and environmental responsibility, we have developed the following recycling compliance guidelines to ensure proper waste management within our organization.

Recycling Guidelines:

- All recyclable materials should be clean and free of food residue.
- Plastic containers marked with recycling codes #1 and #2 are acceptable.
- Paper products must be unlaminated and free of contaminants.
- Glass items should be rinsed and placed in designated containers.
- Never include non-recyclable items such as plastic bags, polystyrene foam, or food waste.

Collection Procedures:

Please follow the collection schedule outlined in the attached document and ensure that materials are properly sorted.

Training and Resources:

We will provide training sessions on proper recycling practices. Please keep an eye out for upcoming announcements.

Your cooperation is essential to maintaining our commitment to a greener future. Thank you for your dedication to recycling.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]